



Makerere  
University  
Retirement  
Benefits  
Scheme



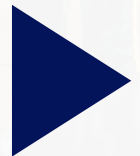
# Call for Applications

## 8<sup>th</sup> Cohort of Participants

**Deadline of Submission**



Wed, 25 June 2025  
5:00 p.m.



## Background

# About MURBS



Makerere University Retirement Benefits Scheme (MURBS) is a Scheme for Makerere University staff. MURBS was established under an irrevocable trust effective 1st April 2009 to provide retirement benefits to employees of Makerere University. The Scheme is governed by a Board of Trustees (with a Secretary and Chairperson elected among their number), whose mandate is enshrined under the Trust Deed and Scheme Rules (As Amended). MURBS is a Mandatory Employer-Based Scheme licensed by the Uganda Retirement Benefits Regulatory Authority (License No. RBS.0005).

Management and day-to-day operations of the Scheme are handled by the Secretariat as well as external service providers. The external service providers include the Fund Manager, Custodian, and Administrator. The Secretariat is headed by a Principal Pension Officer (PPO).



# Scheme Information

Type of Scheme	Defined Contribution
Scheme URA Tin No.	1000459992
Funding Rate:	Employer-10%
	Employee-5%
Early Retirement Age	Employer-10%
Normal Retirement Age	Employer-10%

## Scheme Objectives



To provide social security benefits to members of the Scheme.



To invest Scheme funds for the purpose of growing members' contributions.

## Scheme Functions



To collect contributions of its members on a regular basis.



To provide safe custody of the Scheme funds.



To invest Scheme funds for the benefit of members.



To pay out benefits to qualifying members.

## Vision

A centre of excellence – transforming member's lives for a fulfilling retirement journey.

## Mission

Safeguarding member's social security funds for a dignified retirement.

## Core Values

### Transparency:

We uphold openness, welcome feedback, and conduct our operations with integrity.

### Accountability:

We are answerable to our stakeholders and responsible for our actions.

### Member-Focus:

Our members' needs come first.

### Excellence:

We are dedicated to being the best in all we do.

**Dignity:** We treat everyone with respect.



# Who are MURBS Ambassadors?

MURBS Ambassadors are volunteers from the university's staff who advocate for and promote the scheme's values, mission, and products at the departmental level.

This programme aims to foster succession planning for MURBS governance, enhance awareness, and ensure all university staff understand and engage with MURBS services.

MURBS Ambassadors play a key role in creating awareness on the Scheme services, especially among University staff and, subsequently encourage others to join and actively participate in MURBS affairs.

**Number of Ambassadors – 163**



*Ambassadors attending the 14<sup>th</sup> Annual General Meeting on 24 October 2024.*



# What is the Board of Trustees Mandate?



The Board of Trustees has the mandate to provide appropriate information about the Scheme and educate members about various topics pertaining to their retirement. The Board has, in its policies and procedures, adopted the MURBS Departmental Ambassadors Programme as one of the strategies to execute this mandate.



# What are the Objectives of the Programme?



01



To operationalise succession planning of the Board of Trustees.

02



To humanise MURBS products.

03



To guarantee preliminary checks of the quality of services of MURBS.

04



Educate members about MURBS products to members and promote excellent customer care.

05



To promote MURBS' image through consistent field reputation.

06



To enhance information dissemination via different communication channels and other social media platforms.

# What is Expected of the MURBS Ambassador?



Attend  
Ambassador  
meetings  
scheduled by the  
Scheme.



Participate in  
activities organised  
by the Scheme.



Actively promote  
the attainment of  
the "Objectives of  
the Ambassadors  
Programme."

# What are the **Benefits** of becoming a MURBS Ambassador?



Ambassadors will be equipped with advanced knowledge about the Retirement Benefits Schemes (RBS) sector.



Ambassadors will gain extensive knowledge and skills about how to plan for retirement.

Ambassadors may be invited to attend meetings and activities of the Board of Trustees.

Ambassadors will have opportunities to attend RBS sector trainings and events.

Ambassadors are eligible to compete in MURBS Trustee elections.



# Who is Eligible to become an Ambassador?



Must be employed by the University on permanent terms.



Must be an Active Member of the Scheme (currently contributing to the Scheme) and appear on the Official Register of the MURBS Active Membership as at 30 May 2025.



Must be willing to commit time to trainings and other ambassadorial activities organised by the Scheme.



## Mode of Training

Training for this Cohort of Ambassadors is envisaged to be conducted via the blended mode (i.e. physical and online).

## Tenure of Office & Termination or Withdrawal

There is no tenure of office for the Departmental Ambassador. As long as a member is willing to continue serving as an Ambassador, and the Ambassador continues to satisfy the eligibility criteria above, she or he will remain a MURBS Ambassador.

## How to Apply

Interested members should complete the MURBS Departmental Ambassador Application Form 01-0218. The completed Form together with the requested attachments should be sent to [info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug) and copied to; [murbs.info1@gmail.com](mailto:murbs.info1@gmail.com) no later than 5:00 p.m. on Wednesday, 25 June 2025.

## Confirmation/Approval Process

MURBS shall acknowledge receipt of each application received within 12 hours and will respond to the applicants to confirm the status of their application in writing (by e-mail).



**For More  
Information,  
contact us on:**

## **Address**

Lincoln Flats, B4. Makerere University  
P.O. Box 7827  
Kampala (Uganda)

## **Website**

<https://murbs.mak.ac.ug/>

## **Email**

[info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug)

## **Phone**

+256 800 111 480  
+256 788 788 216

## **WhatsApp**

+256 788 788 441



@MURBS\_Mak

# MURBS DEPARTMENTAL AMBASSADORS APPLICATION FORM 01-0218

**Parts I - IV below are to be completed by the Applicant**

## Part I:

Name of Applicant: \_\_\_\_\_ Age: \_\_\_\_\_  
 Payroll/IPPS Number: \_\_\_\_\_ University Staff ID Number: \_\_\_\_\_  
 University College/School: \_\_\_\_\_ Department: \_\_\_\_\_  
 University Appointed Position: \_\_\_\_\_ Date Appointed by the University: \_\_\_\_\_  
 URA Tax Identification Number: \_\_\_\_\_ Physical Address/Residence: \_\_\_\_\_  
 Mobile Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part II:

- 1) Have you been sentenced to imprisonment by a court of competent jurisdiction for six (06) months or more?  
 YES/NO .....
- 2) Have you been convicted by a court of competent jurisdiction of an offense of moral turpitude?  
 YES/NO .....
- 3) Are you subject to any pending or present criminal/civil proceedings?  
 YES/NO .....

*If your answer is yes to any of the above, please state the dates and give the particulars of the offence.*

## Part III:

- 1) What has motivated you to apply for this programme?  
 .....  
 .....
- 2) Please rate the level of your availability and how you would commit to this programme by ticking the appropriate scale below: -
  - i) On a daily basis
  - ii) Weekly
  - iii) Monthly
  - iv) Any prior agreed time

## Part IV:

Please attach the following:

- 1) A copy of your University ID
- 2) A copy of your appointment to permanent service with the University

*Please send the completed form plus scanned copies of the attachments to [info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug) and copy [murbs.info1@gmail.com](mailto:murbs.info1@gmail.com).*

*For inquiries: Contact the Scheme Office on Tel: 0414 531 473 or Toll-Free No 0800111480 or visit the Office at Lincoln Flats B4, off University Road, Makerere University.*



## Part V: For Official Use Only

Approved (Yes/No)	
Reasons for disapproval if so	
Date Received	
Date approved	
Date communicated to member	
Date appended on Ambassador list	
Name	
Designation	
Signature	
Date	